

## Meeting Minutes

### Emergency Management Committee

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Wednesday, December 16, 2020

10:00 AM

6th Floor Boardroom  
625 Fisgard Street

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#### PRESENT

Directors: M. Hicks (Chair)(10:11am EP), P. Brent (for D. Howe)(EP), G. Holman (EP)

Staff: R. Lapham, Chief Administrative Officer; N. Chan, Chief Financial Officer; L. Hutcheson, General Manager, Parks and Environmental Services (EP); K. Lorette, General Manager, Planning and Protective Services; K. Morley, General Manager, Corporate Services; T. Robbins, General Manager, Integrated Water Services; S. Carby, Senior Manager, Protective Services; S. Closson, Committee Clerk, T. Pillipow, Committee Clerk (Recorder)

EP - Electronic Participation

Regrets: Director D. Howe

The meeting was called to order at 10:10 am.

#### 1. Territorial Acknowledgement

Acting Chair Brent provided a Territorial Acknowledgement.

#### 2. Approval of Agenda

**MOVED** by Director Holman, **SECONDED** by R. Lapham,  
That the agenda for the December 16, 2020 Emergency Management Committee meeting be approved.  
**CARRIED**

#### 3. Adoption of Minutes

3.1. 20-803 Minutes of CRD Emergency Management Committee Meeting of November 20, 2019

**MOVED** by R. Lapham, **SECONDED** by Director Hicks,  
That the minutes of the CRD Emergency Management Committee meeting of November 20, 2019 be adopted as circulated.  
**CARRIED**

#### 4. Chair's Remarks

There were no Chair's remarks.

## 5. Presentations/Delegations

There were no presentations or delegations.

## 6. Committee Business

### 6.1. 20-800 Capital Regional District Corporate Emergency Plan Revision

S. Carby spoke to Item 6.1.

Discussion ensued on the following:

- scheduled training exercises to test emergency plans
- roles of various levels of government in the pandemic-related economic recovery process
- recommendations resulting from the audit of the Auditor General of Local Government
- allocation of relief grant funds to various services
- allowable expenses under the EMBC provincial task order number
- COVID-19 related deficits in some service budgets

S. Carby's team will draft an email to the fire departments in the electoral areas explaining the eligible expenses, and funding allocation rules around the EMBC provincial task number and COVID-19 relief grant.

**MOVED by Director Hicks, SECONDED by K. Lorette,  
The Capital Regional District (CRD) Emergency Management Committee  
recommends to the CRD Board:**

**That the revised CRD Corporate Emergency Plan be approved.**

**CARRIED**

### 6.2. 20-811 Regional Water Supply System Dam Safety Program and Emergency Management Update

T. Robbins spoke to Item 6.2.

Discussion ensued on the following:

- concern that this management update will deter people from the Juan de Fuca area
- the challenges of having multiple license holders for a lake, preventing it from falling under one service
- future plans for Weston Lake
- bringing back a follow-up report in the new year
- mapping updates for the inundation zone
- protocol with District of Sooke and T'Sou-ke Nation to formally delegate authority to the CRD in the event of an emergency

**MOVED by R. Lapham, SECONDED by Director Hicks,  
That the Emergency Management Committee receive this report for information.**

**CARRIED**

**6.3.** 20-801 Capital Regional District COVID-19 Interim Debrief Report

S. Carby spoke to Item 6.3.

Discussion ensued on the following:

- clarification of the definition of word 'gatherings' within the province's mandate
- the inspection performed by Work Safe BC to determine the measures we've taken are appropriate
- including Director Holman in future debriefings with the Salt Spring Island Local Emergency Program members
- multiple sources of information causing confusion for the public
- the use of various online providers for electronic participation in some Capital Regional District meetings

**MOVED by Director Hicks, SECONDED by Director Holman,  
That the Capital Regional District COVID-19 Interim Debrief Report be received  
for information.**

**CARRIED**

**6.4.** 20-802 Mill Hill Fire After Action Report

S. Carby spoke to Item 6.4.

**MOVED by Director Holman, SECONDED by R. Lapham,  
That the Mill Hill Fire After Action Report be received for information.**

**CARRIED**

**6.5.** 20-812 Regional Emergency Management Partnership Update

S. Carby spoke to Item 6.5.

Discussion ensued on completing a vulnerability assessment for wind storms.

**MOVED by Director Hicks, SECONDED by T. Robbins,  
That the Regional Emergency Management Partnership Update be received for  
information.**

**CARRIED**

**6.6.** 20-813 Previous Minutes of Other CRD Committees and Commissions for Information

**MOVED by Director Hicks, SECONDED by Director Holman,  
That the following minutes be received for information:**

- a) CRD Emergency Coordinating Committee minutes of June 23, 2020
- b) CRD Emergency Coordinating Committee minutes of September 22, 2020

**CARRIED**

**7. Notice(s) of Motion**

There were no Notice(s) of Motion.

**8. New Business**

M. Hicks requested that S. Carby follow up with CREST in regards to the radio reception challenges rural fire departments within the electoral areas have been facing.

**9. Adjournment**

**MOVED** by Director Holman, **SECONDED** by Director Hicks,  
That the December 16, 2020 Emergency Management Committee meeting be  
adjourned at 11:44 am.

**CARRIED**

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Chair

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Recorder